

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Customs Authority Name]  
[Customs Authority Address]  
[City, State, Zip Code]

Subject: Request for EORI Number

Dear [Recipient's Name],

I am writing to formally request an Economic Operators Registration and Identification (EORI) number for [Your Company Name], as we plan to conduct trade activities within the European Union.

Please find the necessary details below:

- **\*\*Company Name\*\***: [Your Company Name]
- **\*\*Company Address\*\***: [Your Company Address]
- **\*\*VAT Number\*\***: [Your VAT Number, if applicable]
- **\*\*Type of Business\*\***: [Brief description of your business activities]

We understand the importance of the EORI number for customs procedures, and we are keen to ensure compliance with all relevant regulations.

Should you need any further documentation or information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]